



Catering Guidelines

1. The following are requirements to cater meal functions at the Fort Worth Convention Center. Required documents must be on file before the catered function.
 - a. Completion and approval of the Application for Catering "Information Sheet".
 - b. A copy of caterer's City of Fort Worth Caterer's License, good for one year, so it may be assured that health inspectors have inspected premises where food is prepared and vehicles used to transport.
 - c. An insurance policy or certificate with the following coverage. (If caterer desires to sign Caterer's Annual Agreement and complete the Application for Catering Information Sheet and be placed on "Current List of Approved Caterers", dates of coverage should be for one year) If a caterer desires to cater a specific function only, dates of coverage should coincide with meal function:
 - i. \$1,000,000 combined – single limit per occurrence.
 - ii. The Fort Worth Convention Center named as certificate holder and the City of Fort Worth, its officers, agents and employees must be named as additional insured. (Any insurance agency may write the policy as long as the requirements are as specified herein)
 - d. A signed Caterer's Annual Agreement.
2. Aramark Corporation is the FWCC in-house caterer. However, FWCC has an open catering policy and you may choose any caterer from the FWCC approved caterers list to meet your event's food and beverage requirements. The companies on the approved list are the only companies/groups allowed to bring food and/or beverages into the FWCC. Ask your Event Coordinator for a list of the caterers on the approved list.

Outside caterers will have no access to Aramark's equipment or kitchen facilities. All outside caterers need to be totally self-sufficient. (Including, but not limited to, table coverings, ice, utensils, etc...) Any additional requirements by the caterer, such as tables, chairs, special electrical needs, etc... are subject to additional charges.

3. **City reserves the right to enter into an agreement for exclusive catering services at the Fort Worth Convention Center at any time.**
4. No pressurized gases (such as butane, propane, etc...) will be permitted in the Fort Worth Convention Center at any time.

5. **Ballroom Catering:** Access to the catering prep areas is included with the rental of the Ballroom. This area includes two (2) prep kitchens, access to walk-in coolers, hot boxes, scullery, and beverage station equipped with ice machines. (There are no cooking facilities available to outside caterers)

For an additional fee, the catering prep areas and equipment may be used by caterers in the 200 series meeting rooms if available. *Contact Sales and Scheduling Department for availability.*

Each caterer will be responsible for cleaning any FWCC equipment and facilities associated with the catering of an event. This includes the front of house serving area as well as the back of house prep area and equipment.

6. Outside catering for special backstage functions is also permissible with approval from your Event Coordinator. Ask your Event Coordinator for specific details on backstage catering.

You and/or the caterer must contact your Event Coordinator to make arrangements for catering set up and move-in.

7. The Fire Code and the Fire Marshal strictly regulate the use of candles in an assembly area such as the FWCC. Any use of candles must receive prior approval from the Fire Marshal and meet all Fire Code requirements.
 - a. A permit is required to use candles in connection with assembly areas. Your Event Coordinator can assist with contacting the appropriate officials to obtain a permit.
 - b. All candles must be self-extinguishing. Candles must be placed in approved containers that will upright themselves after being tilted to a 45 degree angle.
 - c. There must be a minimum of two (2) inches from the top of the flame and any combustible material that might be placed on top of the candle holders.

Your Event Coordinator can assist with contacting Fire Marshal with specific questions regarding the use of candles.

8. Each catering company will be required to pay a 15% catering commission to the FWCC. This commission is based on the total catering cost minus sales tax. A complete catering invoice must be supplied to your Event Coordinator prior to the end of the event.
9. All caterers are required to remove their equipment (including rented equipment) and materials at the conclusion of the event. This includes, but is not limited to, tables, chairs, hot boxes, linens, etc... The FWCC will not be responsible for any property or equipment left after the conclusion of the event.
10. Each caterer will be responsible for cleaning any FWCC equipment and facilities associated with the catering of an event. This includes the front-of-house serving area as well as the back-of-house prep area and equipment.

FWCC staff will provide mops, brooms, dustpans, etc... to assist the caterer in the cleanup process.

Any group utilizing FWCC catering areas without a contracted caterer will be responsible for meeting all catering guidelines as if they were a caterer.

If you or your caterer does not return the facility/equipment in satisfactory condition you will be subject to an additional cleaning charge. A cleaning deposit may also be required on future rentals.

11. Each caterer will be responsible for the removal of all trash created by the catered event. FWCC staff will provide trash cans and liners to assist with collection of the trash. **(All food trash must be bagged)**

The caterer will also be responsible for delivering the trash to the appropriate FWCC trash receptacle (compactor/dumpster). If trash exceeds FWCC receptacles, caterer must provide additional receptacles or remove from facility.

12. Any caterer requiring access to the facility after the ending time stated on your license agreement will be subject to additional rental fees.
13. **ALL** alcohol served must be handled through Aramark Corporation. Aramark is the holder of the required alcoholic beverage permits.

At any function where alcohol is served, at least one (1) off-duty Fort Worth Police Officer must be present.

Your Event Coordinator and the FWCC management will determine the exact number of FWPD officers required. Your Event Coordinator will then make arrangements for the officers through the appropriate FWPD officials.